

Division of Assessment Implementation
DAC Monday Email for January 27, 2003

Question of the Week!

Q: Can materials be placed on classroom walls and bulletin boards that give students information on test taking (i.e., how to answer an open response question) if lesson plans can document instruction in these strategies?

A: The reason for putting up these types of posters should be for teaching test-taking strategies/techniques used in the **classroom**, as well as for the state-required assessment. For example, if open response questions are used in the classroom on a regular basis for routine assessment purposes, then teaching the techniques is a valid reason for having the posters and they can be left up during the state assessment. If open response questions are never used in the classroom during the year, the posters should not go up, because then they are there **ONLY** for the purpose of the state-required assessment. The Administration Code (Classroom Materials Section) states; "Staff shall not place materials specifically designed for assessment purposes on classroom walls or bulletin boards for the purpose of providing assistance to students during state-required testing."

Modified Materials Confirmation-Deadline TODAY!

Two weeks ago CTB/McGraw-Hill forwarded a Modified Materials Confirmation Letter to you via email. It is important that this letter be returned to them by Monday, January 27, 2003.

Make sure you attach the forms to your email! The purpose of the letter is to verify district orders of practice and regular assessment NRT CTBS/5 and KCCT Large Print, Braille and Audiotape materials for the 2003 testing year, and to collect Alternate Portfolio Score Form orders. Please read the cover memo of the document for more detailed instructions on how to complete the form.

Precode Labels for KCCT

DACs should have received an email from Connie Valentine, Kentucky's CTB sales rep, about ordering precode labels for the KCCT. In case you did not get that information, it is attached below:



Broadcasts for Writing Scoring

The 2003 Scoring Training Video will be aired on Star Channel 703 on

*February 20 at 3:30 PM Eastern Time (2:30 Central Time)

*February 26 at 10:00 AM Eastern Time (9:00 Central Time)

The video will be aired every month through April, but KET cannot "lock in" the dates of those airing times just yet.

Revised Student Signature Sheet

The Student Signature Sheet for Writing Portfolios has been revised to include a statement about accommodations for LEP students. Please advise cluster leaders to make this new signature

available to teachers for use with student portfolios. The signature sheet is found in Appendix J of the 2002-2003 DAC Implementation Guide, available on the web.

Scoring Training for Cluster Leaders



Alternate Portfolio Issues

- 1) Make sure that your student count form for the Alternate Portfolio is correct by the end of January. That number determines the number of binders that will be sent to DACs. You will be notified that they are coming.
- 2) Medical exemption forms for Alternate Portfolio students need to be submitted ASAP. A copy of the form can be found on the web, as well as in Appendix F in the DAC Guide. [NEW!](#)
- 3) A series of working sessions are being offered at the Kentucky Alternate Portfolio Program office in Lexington during the month of February. The dates are Feb.5, 12, 19, and 26 from 9:00 AM - 3:00 PM. These sessions are limited to 16 people per session. Please email Tina Buster at tbuster@uky.edu or phone her at 859-257-7672, extension 80244 and specify the date you would like to attend. Provide a contact number in case of inclement weather. Also indicate if you do not plan to stay the whole time or will be coming in late or after lunch. This will allow space for others to come in. A session in Princeton, KY is pending and further information will be sent out as available.

New KDE Website

You will notice that the KDE website has a new look and a new design to the layout. All the information DACs will need can be found under the "Testing and Reporting" section. Click on "District Support" to find the information from the old "District Assessment Coordinators" page.

Assessment Meetings Scheduled

Listed below are the dates, places, and addresses for the assessment meetings. You may attend any of the meetings that best fit your schedule.

[Registration is from 8 - 8:30 AM. We will begin the meetings promptly at 8:30 with a special session for new DACs. Any new DAC is strongly encouraged to attend the early session. This session will end around 9:45 and experienced DACs will need to arrive around that time and sign-in. Everyone is invited to come early, but the "basics" may not be needed by many of you and some repetition may occur if you attend the whole day. Expect to stay until around 4 PM. A more detailed agenda will be provided in a later email.](#) Please contact Kathy Moore (kmoore@kde.state.ky.us or 502-564-4394) to register. She will need the following information: DAC name, names of any others attending, district, and location/date. This year we will be placing materials on the web in advance of the meetings. The meetings will then focus more on your questions, concerns and trouble-shooting. Director's of Special Education, Co-op Representatives, and Regional Service Center personnel are also invited to attend.

Feb. 11 - Ashland Plaza Hotel (Ballroom), 15th Street and Winchester, Ashland

Feb. 12 - Jenny Wiley State Park (Conference Center-Cherokee Room), 75 Theatre Court,
Prestonsburg

Feb. 13 - Natural Bridge State Park (Activity Center), 2135 Natural Bridge Road, Slade
Feb. 18 - Lake Barkley State Park (Convention Center-Room A), P.O. Box 790, Cadiz
Feb. 19 - Holiday Inn University Plaza (Conference Center-Rooms 1 & 2), 1021 Wilkinson
Trace, Bowling Green
Feb. 20 - Pine Mountain State Park (Convention Center-Laurel and Azalea Rooms), 1050 State
Park Road, Pineville
Feb. 25 - General Butler State Park (Conference Center), 1608 Highway 227, Carrollton
Feb. 26 - Howard Johnson, 209 Commerce Drive, Elizabethtown
Mar. 4 - History Center (Brown-Forman Room), 100 Broadway, Frankfort

NOTE: Due to budget constraints, we will be unable to provide any refreshments of any kind at these meetings.

Clarification of LEP Issues in DAC Guide

One of the important changes this year in the state-required assessment is the inclusion of LEP students earlier than in the past. Refer to page 6 of the 2002-2003 DAC Implementation Guide for an explanation. Other references in the DAC Guide occur on p. 117 and 151, but may be confusing. We suggest that you simply refer to page 6 or the revised Inclusion document found in Appendix H of the DAC Guide for all LEP issues.

Administration Code Training

We are offering another Administration Code training on January 29 from 12:30-3:30 PM. It will be held in the 18th Floor Conference Room of the Capital Plaza Tower, 500 Mero Street, Frankfort. To register, send the names of individuals to Kathy Moore (kmoore@kde.state.ky.us or 502-564-4394). *Individuals attending the training will need to enter the Capital Plaza Tower through the main lobby and sign in. A photo ID is required.*

Reward Clarification

It has been incorrectly stated that providing teachers and/or staff with gift certificates using reward monies is a nontaxable income source. It is taxable! If you have a question about this, contact Lynn Whitaker at 502-564-1979.